REPEATED CLASS REQUEST

Students may repeat a course to improve the grade earned. In order for the highest grade to be calculated into CBC's grade point average (GPA) for graduation purposes, the student must complete this form. This request will result in the lowest graded courses(s) having a grade identifier of "R" posted next to the grade(s) in the permanent transcript. CBC's GPA will exclude any course that has a repeat identifier.

Students should be aware that other colleges and universities may include repeated course grades in their eligibility for admission and/or graduation.

Today's Date (mm/dd/yy):

Student's Name:

Student's Identification Number (with no spaces or dashes):

Email Address:

First Class to be Repeated:

Course Name:	Course Number:	Quarter/Year:	Grade:
(Example: ENGL)	(Example: 101)	Quarter/Year: (Example: Fall 2005)	Grade: (Example: 1.0 or 0.0)

Second Class to be Repeated:

Course Name:	Course Number:	Quarter/Year:	Grade:
(Example: ENGL)	(Example: 101)	Quarter/Year: (Example: Fall 2005)	Grade: (Example: 1.0 or 0.0)

Third Class to be Repeated:

Course Name:	Course Number:	Quarter/Year:	Grade:
(Example: ENGL)	(Example: 101)	Quarter/Year: (Example: Fall 2005)	Grade: (Example: 1.0 or 0.0)

Comments:

Submit completed request to:
Carol Groce
Admissions/Registration
2600 N. 20th Ave. MS-H4
Pasco, Wa 99301
cgroce@columbiabasin.edu

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate on the basis of sex, race, color, national origin, religion, age, marital status, physical, mental or sensory disability, sexual orientation or Vietnam veteran status in its educational programs or employment. Questions may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs, (509) 542-5548.

Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 542-4412, or TTY/TDD at 542-0400. This notice is available in alternative media by request.